

# Sewer Commission Meeting Agenda Updated

Tuesday, April 21, 2025 @ 4:00 pm  
Shelburne Town Hall  
51 Bridge St., Shelburne, MA 01370

1. **Call to Order**
2. **Review and Acceptance of Previous Meeting Minutes (If Applicable / Time Permitting)**
  - a) Review and, if time permits, acceptance of February 2026 Meeting Minutes
3. **Appointments:**
  - a) Andrew Evans (RCAP) / To join meeting via Teams, available until 4:30-4:45pm
  - b) Tim Schramel / WWTF Chief Operator will be joining the meeting.
    - Pump station upgrade project & preliminary review of draft design documents.
    - Revisit current repair needs – Repair needs will still be discussed. Sewer leak at 23 High St.
    - FY26 Repairs: Crawler Camera, Clarifier Wall
    - FY27 Repairs: Stair Replacement
4. **Old Business: (Time Permitting)**
  - a) Grant writing / OneStop Grant Expression of Interest Open – January 24, 2025 & Closes – March 26, 2025. Review of submitted expression of interest. Applications must be submitted May 4, 2026 - June 3, 2026. *Keeping under Old Business until we submit grant.*
  - b) Sewer abatement process and procedure. – Process and Procedure under review. Revised policy to be revisited for further comment. *Keeping under Old Business until Process and Procedure is finalized.*
  - c) Weston & Sampson update / Draft design documents received on 3/27/26 at 90%. *Keeping under Old Business until design documents received at 100%.*
  - d) Budget Meetings Updates *Keeping under Old Business until all meetings have taken place.)*
    - Dara / Shelburne Accountant – TBD (scheduling in progress)
    - New Accountant TBD
    - WWTP Site Visit (Scheduling in progress)
5. **New Business: (Time Permitting)**
6. **Any Other Business: (Time sensitive topics not reasonably anticipated 48 hours in advance of the meeting)**
  - a) Schedule next meeting for May

7. **Correspondence:**
8. **Public Comment:** *(at the discretion of the Commissioners as time allows. Time may be limited)*
9. **Adjournment:**